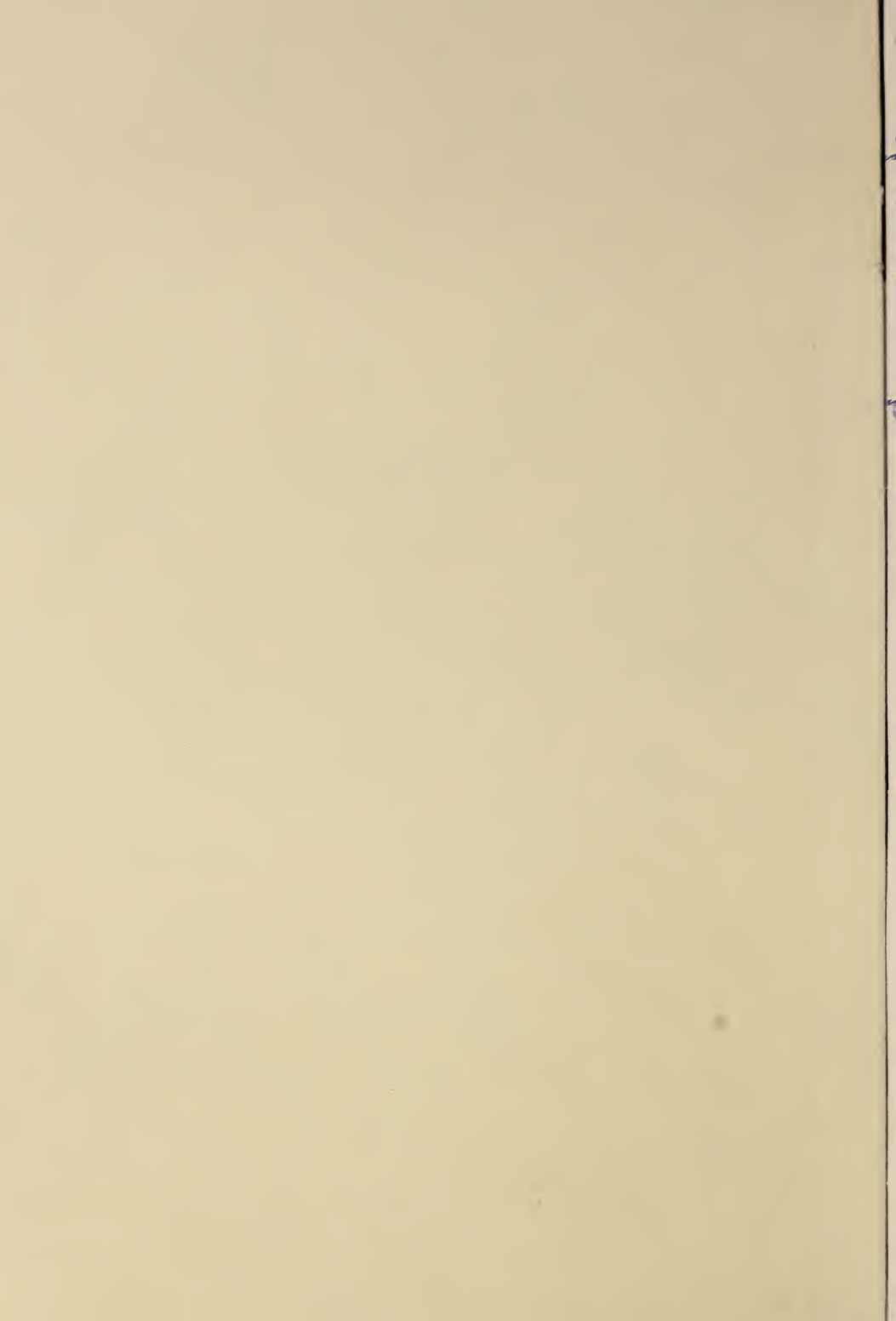


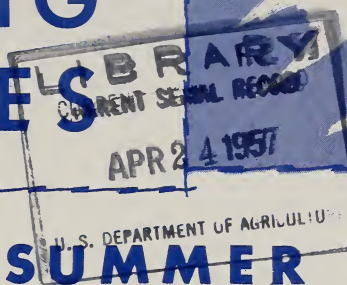
## **Historic, Archive Document**

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# EVENING COURSES



**SUMMER 1957**

**JUNE 10 - AUGUST 16**



**REGISTRATION . . . . . JUNE 3-8**

Monday - Friday, 9:00 A.M. - 6:30 P.M.

Saturday, 9:00 A.M. - 4:00 P.M.

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GRADUATE SCHOOL - U. S. DEPARTMENT OF AGRICULTURE  
Room 1031 South Building, 14th Street and Independence Ave., S. W.  
Washington 25, D. C.

## GENERAL INFORMATION

Classes begin during the week of June 10 and continue for 10 weeks unless otherwise stated in the schedule. All classes meet in the evening.

**Procedures:** Registration must be completed in person, or by someone acting for the registrant. Registration may not be completed by mail. Transcripts of previous educational records are not required, but graduation from high school or the equivalent is the general prerequisite for all courses. In addition, the more advanced courses have specific prerequisites. These are listed in the course descriptions contained in the catalog. Copies of the catalog are available in the personnel and training offices of agencies of the Federal Government and in the Graduate School office.

**Fees:** The charge for tuition is ordinarily \$12 for each credit hour, payable at the time of registration. Arrangements can be made to pay one half of the tuition at that time, in addition to a \$1.00 service charge. The second payment is due by June 21.

**Late Registration:** After June 8, a \$2.00 late registration fee is charged for each course. Late registrations will be accepted through June 14.

**Course Transfers:** Until June 14, students may transfer from one course to another without extra charge. After that date, there is a transfer fee of \$1.00. Transfers may be made only with the permission of the interested instructor.

**Veterans:** Veterans who are applying for entrance to the Graduate School for the first time under Public Law 550 are urged to consult with the Registrar well in advance of registration week.

**Textbooks:** Textbooks can be purchased at the Graduate School Bookstore, Room 1022, South Building, during the following hours:

|                                   |                              |
|-----------------------------------|------------------------------|
| Registration week: June 3-8       | June 17-21                   |
| Monday-Friday 1-6:30 p.m.         | Monday-Friday 4:30-6:15 p.m. |
| Saturday 9-4 p.m.                 |                              |
| First week of classes: June 10-14 | After June 21                |
| Monday-Friday 1-6:30 p.m.         | Monday-Friday 4:30-5:30 p.m. |

**Withdrawals and Refunds:** When a student withdraws from a course, a refund is granted in accordance with the following schedule:

Through June 14, tuition less \$5.00 for each course  
 June 17-21, 60 per cent of the tuition  
 June 24-28, 50 per cent of the tuition

Notice of withdrawal must be made in writing to the Graduate School office. Forms are available for that purpose. Refunds are computed as of the date that notice of withdrawal is received in the Graduate School office.

**Parking:** Students and faculty may park after 5:45 p.m. in three parking courts on the east and south sides of the Administration Building. There is also space on the Mall, north of the Administration Building.

**Cafeteria:** The cafeteria in the fifth wing of the South Building is open from 5:00 to 6:15 p.m. A pass is required until 5:30.

**Business Office Hours:** The Graduate School office, Room 1031, South Building, 14th Street and Independence Avenue, S.W., Washington 25, D. C., is open from 9:00 a.m. to 6:15 p.m., Monday-Friday. Telephone: REpublic 7-4142, Extension 6337.

Registration June 3-8

## SCHEDULE OF CLASSES

Classes begin June 10

| No. | Course title | (Cr.) | Instructor | Day | Time | Fee | Catalog page |
|-----|--------------|-------|------------|-----|------|-----|--------------|
|-----|--------------|-------|------------|-----|------|-----|--------------|

### LANGUAGES AND LITERATURE

#### English—Grammar and Writing

- |        |   |        |                |                       |       |
|--------|---|--------|----------------|-----------------------|-------|
| 2-35.  | English for Secretaries—Rapid Review (non-credit) | Harmon | Tu 6:10-9      | \$24                  | p. 19 |
| 2-95.  | Improving Reading Ability (non-credit)            | Murr   | M-Th 6:00-8:00 | \$36 and \$15 labora- |       |
|        | tory fee  |        |                | p. 19                 |       |
| 2-112. | Practical English Usage (2)                       | Harmon | Th 6:10-9      | \$24                  | p. 20 |
| 2-119. | Vocabulary Building (2)                           | Murphy | Th 6:10-9      | \$24                  | p. 20 |
| 4-330. | Government Letter Writing (2)                     | Samson | Tu 6:10-9      | \$24                  | p. 45 |

#### Literature

- |        |  |         |          |      |  |
|--------|--|---------|----------|------|--|
| 2-331. | Significant Books of the Twentieth Century (2)   | Ruppert | W 6:10-9 | \$24 |  |
|        | (These books will be discussed in the light of their influence upon twentieth century man, his thought and behavior in our contemporary society. |         |          |      |  |
|        | <b>Reading List</b>  |         |          |      |  |
|        | James, <i>Pragmatism</i> ; Frazer, <i>Golden Bough</i> ; Dewey, <i>Democracy and Education</i> ;   |         |          |      |  |
|        | Keynes, <i>Economic Consequences of the Peace</i> ; Lewis, <i>Babbitt</i> ; Joyce, <i>Ulysses</i> ; Mann,  |         |          |      |  |
|        | <i>Magic Mountain</i> ; Ortega y Gasset, <i>Revolt of the Masses</i> ; Freud, <i>Basic Writings</i> ;  |         |          |      |  |
|        | Toynbee, <i>Study of History</i> (1 v. abridged)   |         |          |      |  |

For Further Information Call Re



### Information Methods

- 2-243. **Using Visuals Effectively** (2) McClarren, White, Granahan, Renaud Tu 6:10-9 \$24  
(This course is designed for persons who teach, conduct meetings, or plan visual programs for groups or mass communication. *An art background is not necessary.* It will emphasize planning and creating simple but effective visuals, using modern techniques and devices. Main topics include: How to analyze audience; how to develop visual ideas; application of modern techniques. Demonstrations will be given in the use of motion pictures, closed circuit TV, 3-dimension visuals, visual cast and various other speaker-controlled devices. Limited to 40 students.)

### Library Techniques

- 2-139. **Cataloging and Classification II** (2) Witty W 6:10-9 \$24  
(Methods of cataloging and classifying more difficult materials such as technical reports, filmstrips, microcards, music, maps, periodicals. Consideration of more philosophical aspects of cataloging such as the theory of subject headings and the purpose of the catalog.)

### Speech

- 2-228. **Fundamentals of Speech** (2) Trachtman Tu 6:10-9 \$24 p. 25

### Foreign Languages

- 2-62. **The World's Main Languages** (non-credit) Ornstein Th 6:10-9 \$24  
(The course is intended to familiarize the student with the features of the main languages of the world and their geographical distribution. Basic vocabularies will be presented of the French, Spanish, German, Italian, Russian, Japanese, and Portuguese languages, and their structure will be discussed. The role of languages and world affairs will be described. Prerequisite: Two years of high school or one year of college work in a foreign language.)

### French

- 2-68. **Reading French—Grammar Review and Vocabulary Building** (non-credit) Etienne Tu 6:10-9 \$24 p. 26  
2-87. **French for Travelers I** (non-credit) Bargin W 6:10-9 \$30 p. 26  
2-97. **French for Travelers II** (non-credit) Bargin Th 6:10-9 \$30 p. 26  
2-253A. **Elementary French (First Half)** (3) Etienne M-W 6:10-8:10 \$36 p. 26

### German

- 2-66. **Reading Scientific German** (non-credit) Lederer M-W 6:10-8:10 \$36 p. 27  
2-76. **Reading German—General Vocabulary** (non-credit) Lederer Tu-Th 6:10-8:10 \$36 p. 27

### Russian

- 2-45. **Review of Elementary Russian** (non-credit) Tarakus Tu 6:10-9 \$24 p. 28

### Spanish

- 2-89. **Spanish for Travelers I** (non-credit) Ponce Tu 6:10-9 \$30 p. 29  
2-90. **Spanish for Travelers II** (non-credit) Ponce W 6:10-9 \$30 p. 29  
2-92. **Conversaciones de Viajes** (non-credit) Ponce M 6:10-9 \$30  
(Basic Spanish required)  
2-580. **Readings in Contemporary Spanish and Latin American Literature** (2) Ornstein W 6:10-9 \$24 (Basic Spanish required)

## MATHEMATICS AND STATISTICS

### Mathematics

- 3-1. **Review of College Freshman Mathematics** (non-credit) Esten M-W 6:10-8:10 \$36 p. 34 (Prerequisite: College Freshman Mathematics)  
3-2. **Review of Calculus** (non-credit) Stearn M-Th 6:10-8:10 \$36 p. 34  
3-5. **Review of College Algebra** (non-credit) Taylor M-Th 6:10-8:10 \$36 p. 34  
3-6. **Preparatory Mathematics for Introductory Statistics** (non-credit) Suter M 6:10-9 \$24 (Beginning course for students with inadequate mathematical background who want to take statistics at the introductory level.)  
3-104. **Trigonometry** (2) Osborne W 6:10-9 \$24 p. 35  
4-101. **Everyday Mathematics** (2) Mouser Tu 6:10-9 \$24 p. 42  
3-587. **Problem Analysis** (2) Saaty W 6:10-9 \$24 p. 36

### Statistics

- 3-126A. **Introductory Statistics (First Half)** (2) Rauchschiwalbe Tu 6:10-9 \$24 p. 36  
3-126B. **Introductory Statistics (Second Half)** (2) Rauchschiwalbe Th 6:10-9 \$24 p. 36  
3-565. **Data Processing on Electronic Computers I** (2) (Instructor to be announced) Th 6:10-9 \$24 p. 39

## OFFICE TECHNIQUES AND OPERATIONS

### Clerical—Administrative Procedures

- 4-101. **Everyday Mathematics** (2) Mouser Tu 6:10-9 \$24 p. 42  
4-108. **Administrative Procedure** (2) Hickey M 6-8:50 \$24 p. 42  
4-114. **Federal Personnel Procedure** (2) Starns M 6-8:50 \$24 p. 43  
4-330. **Government Letter Writing** (2) Samson Tu 6:10-9 \$24 p. 45

| No.              | Course title (Cr.)                               | Instructor  | Day          | Time           | Fee  | Catalog page |
|------------------|--|-------------|--------------|----------------|------|--------------|
| <b>Shorthand</b> |  |             |              |                |      |              |
| 4-89.            | Review of Gregg Shorthand (Anniversary)          | 60-90 Words | (non-credit) | Butler         | M-Th |              |
|                  | 6:10-8:10  | \$36        | p. 46        |                |      |              |
| 4-129.           | Beginning Gregg I—Simplified                     | (3)         | Bell         | M-Th 6:10-8:10 | \$36 | p. 46        |
| 4-130.           | Beginning Gregg II—Simplified                    | (3)         | Gaasterland  | M-Th 6:10-8:10 | \$36 | p. 46        |
| 4-225.           | Gregg Shorthand III—Simplified Theory and Review | 60-80 Words | (3)          | Bell           | Tu-F |              |
|                  | 6:10-8:10  | \$36        | p. 46        |                |      |              |

## PUBLIC ADMINISTRATION

### Accounting

|         |  |     |                     |              |      |       |
|---------|--|-----|---------------------|--------------|------|-------|
| 6-352A. | Principles of Accounting (First Half)  | (3) | Marshall, Levenberg | M-W 6:10-9   | \$36 | p. 70 |
| 6-352B. | Principles of Accounting (Second Half) | (3) | Carter              | Tu-Th 6:10-9 | \$36 | p. 70 |

## SOCIAL SCIENCES

### General Economics

|        |   |                  |     |        |           |            |
|--------|---|------------------|-----|--------|-----------|------------|
| 7-528. | International Trade and Commercial Policy | (Starts July 11) | (2) | Vogely | Th 6:10-9 | \$24 p. 94 |
|--------|---|------------------|-----|--------|-----------|------------|

## TECHNOLOGY

### Fine Arts

|       |   |              |        |            |      |       |
|-------|---|--------------|--------|------------|------|-------|
| 8-60. | Pencil Sketching and Water Color Painting | (non-credit) | Cupoli | M-W 6:10-8 | \$30 | p. 94 |
|-------|---|--------------|--------|------------|------|-------|

### Photography

|       |                     |              |       |           |      |       |
|-------|---------------------|--------------|-------|-----------|------|-------|
| 8-70. | Popular Photography | (non-credit) | Shook | Tu 6:10-9 | \$24 | p. 96 |
|-------|---------------------|--------------|-------|-----------|------|-------|

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